

8/5/2016

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) –ICPC Services

RFP Questions/Answers
ADDENDUM #1

1. Question: The terms home evaluation and home study appear to be used interchangeably in the RFP. The RFP says that types of home evaluations include Parent Home Study, Relative Home Study, Adoptive Home Study and Foster Home Study. Please confirm that, for the contract being awarded:

- a. The format for all of these types of reports is what is described for the Home Evaluation Written Report included in the RFP.

Response:

- The Home Evaluation and the Home Study are one and the same requirements.
- b. ICPC cases referred to us will be those involving 1) the parent of the child, 2) a foster parent with a foster child from another state moving to Delaware, or 3) or cases that facilitate either a foster care or adoptive placement with a relative of the child (this last group of cases would not involve the placement of a child with someone who is not a relative of the child).

Response:

- The Written Report format is the same for all the requested type of studies, Parent, Relative, Adoptive and Foster Home. The proposal should account for the cost of any additional study specific requirements.

2. Question: In the description of the Home Evaluation Written Report, the item “Family willingness to cooperate with the agency” has been removed from the list included in the most recent contract for ICPC services. We believe that this is an important factor to be included in that report. The cooperation of the Delaware family being evaluated is needed to meet the time requirements set forth in the contract. Please clarify why this item was not included in the RFP.

Response:

- DSCYF would like to add a bullet to page 5 under the Home Evaluation Written Report titled “Family willingness to cooperate with the agency” as an area available to document in the written report any challenge in engaging the resource.

3. Question: It is not clear to us what reimbursement method is to be used in our response to this RFP. The RFP states “under the current contracts for these services DSCYF pays a flat fee per month inclusive of all services provided by the contractors. DSCYF is requesting bidders submit a monthly rate as part of their proposal. This monthly rate would continue to be all inclusive of costs.” The inference in this language is that this “monthly rate” is different from the “flat fee” in current contracts. In addition, the case numbers shown in the RFP are described as average monthly

service needs, while current contracts include maximum numbers of cases. This leads us to believe that the reimbursement method being requested is a monthly rate per case. Please clarify that our proposal for reimbursement should be shown as a single rate per month for each case served in that month.

Response:

- Bidders are required to submit a single monthly rate which is inclusive of all services provided for the month AND indicate for what portion of the total average monthly service levels the bidder will provide for that monthly rate. The average monthly service levels anticipated are detailed in the RFP.

4. Question: Most states are now requiring that each Delaware family to be considered under the ICPC program be a certified Foster Family. This requires that we provide training for the family to qualify under Delaware regulations as a Foster family. In addition, we need to secure all the documentation and prepare the reports to meet the requirements of those regulations. The RFP did not specify that this additional work should be included as part of our proposal. Please confirm if this additional work will continue to be required as part of the contract being awarded.

Response: The proposal should account for the cost, staff and time for:

- Training to certify a possible resource as a Foster Family that meets the Delaware Regulations for certification.
- Supporting document: Driver's License, 3 reference letters, proof of transportation, recent physical examination and screening for tuberculosis.
- Criminal Background Checks, The State of Delaware Department of Services for Children, Youth and Their Families results of a Federal Bureau of Investigation (FBI) and State Bureau of Identification (SBI)

5. Question: For about half of the cases that are approved, the Delaware family makes the decision to adopt the child. This is certainly consistent with the statements in the RFP explaining the importance of permanence for these children. This typically happens after the child has been in the home here in Delaware for 6 months or more. The sending state requires a home study that meets all the requirements of that state. Currently, this must be provided to the sending state. The RFP did not specify that this additional work should be included as part of our proposal. Please confirm if this additional work will continue to be required as part of the contract being awarded.

Response:

- Correct, when a child is currently residing in an approved Foster Home and the request moves to an Adoptive Home the cost of any required additional work to complete the Adoptive Home Study should be accounted for in the proposal.

6. Question: During the period of supervision, there are often requests (more frequently than the quarterly reports specified in the RFP) for information about the case. These requests come from the social services organization or the family court of the sending state. These requests are sent directly to the contractor and need to be addressed in order to properly complete the work for the case. The RFP did not specify that this additional work should be included as part of our proposal. Please confirm if this additional work will continue to be required as part of the contract being awarded.

Response:

- Supportive services are included in the RFP (page 3 under History) as a requirement with supervision, the cost of supportive services should be account for in the proposal.

7. Question: In the area of Service Delivery can you respond to the following questions?
- a. Is this RFP subject to ICPC regulations regarding service delivery specifics (i.e., timeline, forms, etc.) or any other licensing regulations?

Response:

- The RFP is subject to the ICPC current regulations including timeframes, forms, supervision and supportive services.

- b. In the case of disruption, would securing a new placement resource be the responsibility of the contractor or the sending state?

Response:

- Placement disruption would be addressed on a case to case bases, Delaware ICPC would adhere to the current regulations if the child needs to be returned to the sending state. It would be a joint discussion between Delaware ICPC, the sending state and the successful bidder to address the nature of the disruption and what is in the best interest of the child.
- c. Could you provide more details about what supportive services must be provided (ex. “supervision and supportive services” on pg. 4, paragraph 3)?

Response:

- Supervision services may include interagency case planning coordinating with child mental health, youth rehabilitative services and the school system. Supportive services will provide linkage to resources, advocate for the children’s needs, and guidance to the family until case closure.

8. Question: In the area of caseload can you respond to the following questions?

- a. In general, what is the ratio of assessments and case supervision by county?

Response:

- Generally, the division of the statewide need described in the RFP of Home Evaluations and supervision services can be stated as 50% north of Dover and 50% south of Dover.
- b. The RFP estimates the average monthly caseload to be 10-12 new assessments, and 40-50 ongoing cases for supervision. How wide has the fluctuation from this average been on both ends of the spectrum tended to be (i.e., what does a light month and a heavy month look like)

Response:

- Those monthly estimates are generally stable. However, there is a bit of a spike in the summer months and a bit of a depression in the winter months.

9. Question: In the area of compensation can you respond to the following questions?

- a. What were the most recent Monthly Rates for the existing providers?

Response:

- The current contracted monthly rate per contractor is \$8,844.24.

- b. What was DSCYF’s most recent annual budget for delivering ICPC services across all contractors?

Response:

- The current annual budget is \$229,950.20 for all contracts.

- c. It appears that the RFP does not require a budget narrative or other financial documentation, except for a “Proposed Monthly Rate” on the Bidder Fact Sheet. Is this correct?

Response:

- That is correct. No budget documents are required at this time. However, bidders should be prepared to share cost estimates during the proposal review process if requested.

All other terms and conditions remain the same.

If you have any questions, please contact H. Ryan Bolles at herbert.bolles@state.de.us or 302-633-2701